



JACK O'CONNELL
State Superintendent of Public Instruction

**CALIFORNIA
DEPARTMENT
OF
EDUCATION**

1430 N Street

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Sacramento, CA

95844-2720

Date: June 5, 2003

To: Directors/Administrators
Regional Occupational Centers/Programs

From: Albert L. Tweltridge III, Administrator
Regional Occupational Centers/Programs

Subject: CalWORKs and Performance Based Accountability (PBA) Data
2002-2003 Fiscal Year

Enclosed is a detailed instruction booklet describing the process for collecting and submitting CalWORKs and PBA data for fiscal year 2002-2003. All data must be provided in an IBM compatible format. Do not send diskettes formatted on a Macintosh system. Data on all CalWORKs and PBA students in your ROCP program is due to the California Department of Education (CDE) postmarked on or before **August 29, 2003**. Please review the enclosed instructions prior to calling CDE for assistance.

If you collect data for multiple sites throughout your ROCP, you must compile your data into one single report copied onto one or more diskette(s) or CD(s). Do not submit hard copies. CalWORKs and/or PBA diskette(s) and cover memos should be mailed to:

California Department of Education
Program Support Unit
1430 N Street, Suite 4503
Sacramento, California 95814
Attention: Sue Haseltine

Failure to submit required CalWORKs data by August 29, 2003, will result in recovery of 2002-2003 CalWORKs funds and will also affect your district's CalWORKs funding for the 2003-2004 fiscal year.

If you have any questions regarding this data, please contact Sue Haseltine at 916-445-1668 or shaselti@cde.ca.gov.

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Enclosures
(Memo-Instruc-to-ROPs-060503)